

Facilitator Bios

CTC has two **Certified Professional Facilitators** ready to meet your specific needs:

Colonel George F. Smith, CPF, CMF, U.S. Army (Retired)



Certified by the International Assoc. of Facilitators (iaf-world.org) and by the National Institute for Facilitation (nifac.org) as a Master Facilitator.

With over 30 years experience in both federal and state government, he has broad experience in strategic planning, organizational redesign, leadership development, training, process design/improvement, and change management.

George has facilitated over 100 workshops for clients including the U.S. Army Garrison, Fort Hood, TX; Turner Broadcasting System; the U.S. Army Infantry Center, Fort Benning, GA; the SC Department of Transportation; and the GA National Guard.

"George adapts well to his audience. People have fun and learn a lot from him and from each other in his fast-paced sessions."

Susan Peryam, CPF, CQM



Certified as a Professional Facilitator and as a Quality Manager (CQM). Susan is a dynamic leader and team builder, consistently facilitating and motivating others toward success. She specializes in goal setting, measurement, and continuous improvement.

Susan has over 12 years experience leading, directing, and implementing quality management and organizational excellence practices, 10 years management and cost accounting experience, and practical experience working with all levels in banking, manufacturing, and entertainment organizations.

"Add master teacher to your list of credits. I enjoyed your sessions and learned a lot. Thank you so much."



Career Training Concepts, Inc.

Need to improve the effectiveness of your team?

We can help.



Career Training Concepts, Inc. (CTC) now offers Facilitator Training.

**Under our GSA schedules, CTC can provide both
on-site facilitators and train-the-facilitator services.**

Teamwork remains a cornerstone to successful organizations. Leaders must have the ability to work with cross functional teams to be successful in today's environment.

CTC's **facilitator services** and **train-the-facilitator courses** can provide immediate benefits to your organization by:

- Eliminating wasted time and money caused by nonproductive meetings.
- Promoting communication and collaboration within teams and across functional lines of authority.
- Helping to resolve conflict and build trust.

CTC's Onsite Facilitator Services

Our Certified Professional Facilitators are skilled in guiding teams to meet objectives while maximizing participation and buy-in to action. The facilitators use structured meeting processes to guide a team through a series of pre-defined steps to achieve the stated objectives.

888-326-9229

CTC's Train-The-Facilitator Courses:

All courses taught by Certified Professional Facilitators who are also experienced trainers.

Facilitation Basics (3 DAY)

a highly interactive training session for up to 16 participants.

Target Audience: Those who lead meetings and work sessions.

As a result of this training, participants will be able to:

- Understand the role of the facilitator
- Clearly articulate the leader's objectives
- Design a meeting agenda to achieve the objectives
- Create customized meeting processes
- Maximize team collaboration and commitment to results
- Identify and minimize disruptive behavior
- Keep meetings focused
- Understand the International Association of Facilitators' core competencies

Participants will benefit from:

- Extensive practice and application of skills and concepts
- Individual feedback and coaching
- Learning from Certified Professional Facilitators with practical business experience
- Training that is based on the International Association of Facilitators' "Facilitation Core Competencies"

Facilitation Basics Abbreviated (2 DAY)

a training session for up to 16 participants.

Target Audience: Those who lead meetings and work sessions.

An abbreviated Facilitation Basics session designed to introduce the core competencies. Minimal time is spent on practice and application.

Facilitation Basics for Leaders (1 DAY)

a training session for up to 16 participants.

Target Audience: Those who manage and direct the activities of staff groups.

As a result of this training, leaders will be able to:

- Know the Leader's Roles and Responsibilities as a Team Leader and/or Participant of Facilitated Collaborative Work Teams
- Produce work collaboratively, recognizing that a meeting is a process
- Understand the role of the facilitator
- Know when to use a facilitator to maximize team collaboration and commitment to results
- Effectively work with a facilitator
- Understand key facilitative leadership behaviors
- Understand how to support the collaborative process beyond the meeting

Participants will benefit from:

- Extensive discussion of skills and concepts
- Individual feedback and coaching
- Learning from Certified Professional Facilitators with practical leadership experience

Order Your Train-The-Facilitator Course

Our National Guard clients can easily access our facilitator services and training through CTC's GSA training schedule.

Our facilitators are available to any state/ territory and we can customize a session to your unique needs.

Questions? To determine which course best fits your needs and to receive a quote, please contact Matthew Morgan at:

888-326-9229